

**Annual Standard Program Services Reporting:
Frequently Asked Questions (FAQ) and Answers**

SPS related Question	DSP Answer
<p>There has been some discussion at regional supervisor meetings about what to put into eWISACWIS SPS functionality. For delinquents, we were told to only enter services that the county paid for through staff time, contracts, etc. Is that accurate? An example is our workers have been putting AODA services in with the provider being our local mental health agency. We don't contract or pay for that service so based on what was told to us at the last meeting, that should not have been entered into the SPS functionality, right?</p> <p>It seems that when my counterpart in the CPS area was attending a CPS regional meeting, there was much discussion about what was to be entered and some counties are entering all services for child welfare and JJ regardless of the funding source. Is there a memo or direction from the "state" about what is to be entered? I have heard some instruct to put information in the same way it was entered into HSRS. That also seems to have been different from county to county. Any help would be appreciated.</p>	<p>First- I do not think the spreadsheet for the Child Welfare target population would shed any more light on this as it does not include narrative descriptions like the spreadsheet being used by DOC for the JJ in-home population. I would like to offer the following points of clarification which will be added to our FAQ document to further clarify what, when and for whom to report SPS data:</p> <p>1) The SPS reporting population (using either eWiSACWIS or the spreadsheet) are those clients (children and adults) who are receiving services paid for by the county (either via staff resources or paid services) to address early intervention/prevention (i.e. non-CPS which is captured via eWiSACWIS thru casework documentation) or community based (i.e. not placement which is already captured via eWiSACWIS thru Out-of-Home Placement documentation). This group, formerly called the Child and Family Target Population in HSRS Core, should match with expenditure data provided by the county for Human Services Revenue Reporting. While an updated memo should be issued soon, the most recent joint memo on this requirement provides detailed descriptions/definitions of the reporting groups and can be found at the following website: http://dcf.wisconsin.gov/memos/num_memos/2008/2008-04.pdf</p> <p>Both the Child Welfare (formerly known as the HSRS CORE "Child and Family") target population and the JJ target population can be reported either using the eWiSACWIS functionality or can be report via our Division's annual survey for the Child Welfare and the Division of Juvenile Correction's annual survey. For both of these target populations, service reporting related to Child Abuse and Neglect reports, initial assessments and any resulting service plans and to out-of-home care placements would be captured only from eWiSACWIS data that is entered as part of the casework documentation. These services should not be entered in the eWiSACWIS SPS functionality or the surveys as it would be duplicative.</p>
<p>Do placements for juveniles at shelter care (days) need to be opened and closed each time they are placed and leave?</p>	<p><i>The eWiSACWIS Placement Documentation Manual describes when and where use of shelter care is to be documented in eWiSACWIS, specifically when the use of that setting must be documented as an Out-of-Home care placement. The manual can be found at the following website:</i></p> <p><i>http://dcf.wisconsin.gov/eWiSACWIS/knowledge_web/Helpdesk/plcm_manual.htm</i></p>
<p>If our agency uses the SPS screen in EWISACWIS, will we still have a yearly</p>	<p><i>No survey needed, your stats will all be taken from eWiSACWIS</i></p>

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report to complete or will our statistics be taken directly from EWISACWIS?	
If we still have a yearly report to complete, are there reports on EWISACWIS that I can request to gather the stats?	Yes there is an eWiSACWIS report named: SM10C01 Standard Program Services which provides a listing of the documented Standard Program Services and the associated data elements recorded in the Standard Program Services module. It can be requested on demand by authorized users and is formatted somewhat like the HSRS 600 and 900 reports, giving both summary and detail information.
Many counties are wondering if case management related SPS should be documented through the new page, or are these satisfied by simply documenting these things in their standard casework processes? In other words, do they document the SPC Investigations and Assessments and the SP Type of Investigations and Assessments to report that they did an assessment on this family or child, or is this taken care of as part of simply documenting an Assessment in eWiSACWIS?	No- CPS Reports and Initial Assessments (Investigations) do not need to be documented in the SPS functionality on the annual survey. This caseload and service data is taken directly from what's already being documented in existing eWiSACWIS functionality. If the county is doing a JJ intake or investigation on an in-home case, this would be documented in the eWiSACWIS SPS functionality if that is what the county is using to meet those reporting requirements.
Are there core groups of individuals that counties do not document SPS for, like Kinship Care?	Yes- kinship care is documented in eWiSACWIS as a placement and does not need to be documented in the SPS functionality or the annual survey tool. If a voluntary kinship case is getting other services related to Recreation/Alternative Services, or Health Screening & Accessibility, or Community Support, etc., these services would be documented in the SPS functionality or the annual survey as they would have under the old HSRS CORE system.
On the front page of the instructions, it indicates that a new spreadsheet will be issued for 2009 data for entry into the DCF Standard Program Reporting Survey for 2009.	The annual survey spreadsheet is now available for 2009 use, however we may encounter problems with the 2008 data survey and need to adjust the 2009 sheets accordingly, and will re-issue any 2009 surveys issued as of that time
Is there two separate spreadsheets for 2009 - one for DOC and another for DCF or can services be entered into one spreadsheet?	Both types of data can be entered into the one spreadsheet, and the pivot table will compile the numbers for DOC and for DCF correctly. However, there are 2 separate annual surveys to respond to with the corresponding summary numbers for the respective target populations.